

**Appendix D**  
**Multi-Media Outreach Examples**

**MEMORANDUM**

**TO:** All State Employees

**DATE:** November 5, 1999

**FROM:** **Marty Morgenstern**  
**Director**  
**Department of Personnel Administration**  
**(916) 322-5708**

**SUBJECT:** Work and Family Program

As part of the 1999 collective bargaining agreements with the exclusive representatives, a State Work & Family Labor/Management Advisory Committee was established to identify alternatives to assist State employees in addressing family needs and to encourage participation in work and family programs. The Department of Personnel Administration (DPA) is seeking individuals to serve as management representatives on the committee. Management representatives serving on the committee should be designated either confidential, supervisory or managerial and have a genuine interest and desire in work and family programs/issues.

The committee is expected to begin meeting in early January 2000 and will continue through June 2000. It is estimated that the committee will meet once or twice a month and meetings will generally last one or two days. A report outlining recommendations for implementation of work and family programs for State employees will be issued in June 2000.

If you are interested in serving on the committee, please complete and return the attached application form no later than December 3, 1999 to:

Sydney Perry  
Work & Family Program Coordinator  
Department of Personnel Administration  
1515 S Street, North Bldg., Ste. 400  
Sacramento, CA 95814-7243

Application forms may also be faxed to Sydney Perry at (916) 324-0524.

If you have questions or desire additional information, you may contact Sydney at (916) 324-2763.

Attachment

**APPLICATION FOR WORK & FAMILY LABOR/  
MANAGEMENT ADVISORY COMMITTEE**

Please complete the following questions and **return the form by December 3, 1999** to Sydney Perry, Work & Family Program Coordinator, Department of Personnel Administration, 1515 "S" Street, North Bldg., Suite 400, Sacramento, CA 95814-7243, or fax to (916) 324-0524.

Name:

Department:

Position/Title:

Phone number/Fax number/E-mail address:

Description of current assignment:

Why you are interested in participating on the Work & Family Committee?

Describe the strengths/assets you possess that would benefit the Committee:

Have you served on a previous committee or participated as a team member on a project or activity? Please include the project/assignment, number of team members, and product that was produced.

Please describe experience you have specific to work and family issues or programs (include personal experience, work related experience, or community service work, etc.).

## MEMORANDUM

TO: Agency Secretaries and Department Directors

DATE: November 8, 1999

FROM: **Marty Morgenstern**  
**Director**  
**Department of Personnel Administration**  
**(916) 322-5708**

SUBJECT: Work and Family Program for State Employees

I am pleased to announce that the State employer is instituting a Work and Family Program for State employees. I believe that recognizing and supporting the concerns of family members in the workforce is essential to good government and to a productive workforce. It has been demonstrated that when employers establish a goal of providing employees with an environment supportive of families, the result is greater cost efficiency, increased worker commitment and productivity, and improved family life.

To accomplish this, the State and the majority of exclusive representatives have agreed to establish a Work and Family Labor/Management Advisory Committee to assist State employees in addressing family needs and to encourage State employees to participate in work and family programs. A negotiated five-million dollar fund will be available for benefits as decided upon by the committee. Additional work-site child care centers, elder care and child care services, and other family-friendly benefit programs for State employees are contemplated.

The committee will be comprised of representatives from both labor and management. Each bargaining unit that has agreed to participate on the committee will designate an individual to serve on the committee, and an equal number of representatives will be designated by management. Representatives on the committee will serve without loss of compensation. Some of the management representatives will include employees that have program experience in employee benefits, personnel policies, etc. Others may simply have an interest in work and family programs and/or issues.

We are requesting your assistance to help identify possible candidates to serve as management representatives on the committee. Employees may be nominated by their department or employees may individually apply to serve on the committee. Management representatives serving on the committee should be designated either confidential, supervisory, or managerial. **We have attached a sample cover letter and application form for interested employees. Please see that this information is made available to your employees as soon as possible.** Application forms are also available on the Department of Personnel Administration (DPA) website at: [www.dpa.ca.gov](http://www.dpa.ca.gov). We ask that the application form be returned to DPA no later than Monday, December 3, 1999.

The committee is expected to begin meeting early January 2000 and meetings will continue through June 2000. It is estimated that the committee will meet once or twice monthly and meetings will generally last one or two days. A final report outlining recommendations for

Agency Secretaries and Department Directors  
November 8, 1999  
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the implementation of work and family benefit programs for State employees is expected to be issued in June 2000. The committee meetings will be held in the Sacramento area.

We appreciate your support in this very important endeavor. If you have any questions or desire additional information regarding this program, you may contact Sydney Perry at (916) 324-2763.

Attachment

**MEMORANDUM**

**TO:** Agency Secretaries and Department Directors

**DATE:** May 8, 2000

**FROM:** **Marty Morgenstern**  
**Director**  
**Department of Personnel Administration**  
**(916) 322-5193**

**SUBJECT:** Work and Family

I am writing to inform you of an exciting project that impacts on employee productivity and morale, as well as the productivity of the State and its business, and to engage you in early participation. The Joint Labor/Management Work and Family Advisory Committee was established in collective bargaining last year to identify alternatives to assist State employees in addressing family needs and to encourage State employees to participate in work and family programs. The Committee meets monthly and will identify, recommend, and advocate for family-friendly work policies and programs that support California State employees in balancing their work and family needs.

Five million dollars has been earmarked for this purpose in the budget for Fiscal Year 2000/2001. Within this framework, I have requested that the Committee complete its study and research in these areas, and present a report to me making recommendations on the programs and benefits that might best meet the needs of our workforce in the coming years.

The Committee is now pursuing, private and public examples of programs that recognize the balance of work and family. These examples will assist the Committee in its consideration of potential options to recommend for State employees in its final report.

I would like your help in this effort. Would you or your staff review your existing programs and submit those that you view as meeting the spirit of integrating work and family needs (i.e., childcare, children's health, elder care, family leave, hardship transfers, domestic leave, and other programs)? A brief description and any supporting documents would be very helpful. Any information you can send to Ms. Sydney Perry, (Work and Family Program Coordinator, Department of Personnel Administration, Policy and Operations Division, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95814-7243) will be appreciated. The Committee would appreciate receiving this information by May 19, 2000, if that is possible.

I hope you will take advantage of this opportunity to showcase effective programs available within your organization. Your help will be greatly appreciated by all State workers.

cc: Union Leadership



#### MISSION STATEMENT

The Work and Family Advisory Committee,

a joint labor management body,

identifies, recommends, and advocates

family-friendly work policies and programs

that support California State employees

in balancing their work and family needs.

A study to determine the needs of  
state employees is currently being completed.

The Work and Family Advisory Committee's report to the  
Department of Personnel Administration and the Governor  
will be delivered in September.

Please visit our Web Site at

[www.dpa.ca.gov/workingfamilies](http://www.dpa.ca.gov/workingfamilies)

for information and updates on family friendly programs and policies.





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## Work and Family



### *Is your work site family friendly?*

#### **Mission**

The Work and Family Advisory Committee, a joint labor/management body, identifies, recommends and advocates family friendly work policies and programs to support California State employees in balancing their work and family needs.

- [Program Description](#)
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We encourage you to share your experiences with us, whether your experience was good or bad. The more specific information we can gather, the better we can target common issues and problems, recommend workable solutions, and create relevant, successful work and family policies and programs for the State work force. We won't divulge your name or any other identifying information, but we'd like to highlight the realities of the State work place wherever we can. Neither this web page nor the Work and Family Advisory Committee can act as a substitute for the need to utilize the assistance and support of the resources available to all State employees. The Work and Family Advisory Committee is not empowered to assist individuals with specific needs or problems associated with work and family issues. For specific assistance, please consider the following:

- Any of the resources identified on this web page
- Your department's personnel or human resources program
- Your employee organization/labor union
- Your supervisor

- The Employee Assistance Program (EAP)
- Local community based organizations

[Email us!](#) Please include in your email how you found our site.

Thanks for visiting the Work and Family Committee's website, you are guest #

**17413**

[Link to DPA Home Page](#)